

Instructions for granting or rejecting access to an ERIC account:

1. Log in to the DEQ Portal, and navigate to the ERIC home page. If you have access to more than one ERIC account, select the account you want to work on.
2. At the bottom of the home page, you will see the User Administration link. This link is only accessible to Administrators for the account.



3. Selecting the link will take you to the User Administration page. This page lists current users with access to the account, and outstanding requests for access.

A screenshot of the 'Emissions Inventory Reporting Center' User Administration page. The page title is 'Emissions Inventory Reporting Center' with the subtitle 'User Administration - Beta Plant 40 (AI#15040), Beta Company 40'. It features two tables: 'Current Account Users' and 'Outstanding Access Requests'. The 'Current Account Users' table has columns for First Name, Last Name, Email Address, Role, and a set of links (Edit, Delete). The 'Outstanding Access Requests' table has columns for First Name, Last Name, Email Address, Request Date, and a set of links (Grant, Reject). At the bottom, there is a link to 'Return to Emissions Inventory Reporting Home'.

4. If you want to grant access to a requestor, click the "Grant" link next to the listing on the Outstanding Access Requests list. You can click "Reject" if you do not wish to grant access. By default, users are granted access with the "Reader" role. The roles are explained below.

Emissions Inventory - User Administration

Emissions Inventory Reporting Center

User Administration - Beta Plant 40 (AI#15040), Beta Company 40

Current Account Users:

First Name	Last Name	Email Address	Role	
Bill	Smith	bsmith@mycompany.com	Administrator	Edit Delete
Ed	Jones	ejones@mycompany.com	Reader	Edit Delete

Outstanding Access Requests:

There are no outstanding access requests for this account.

[Return to Emissions Inventory Reporting Home](#)

5. To change the role for a user, click on the "Edit" link on their row in the Current Account Users list. The roles column will display a drop down menu of roles. Select the role you want the user to have on the current account, and click the "Update" link. You may have as many users of each role as you like. You can also grant multiple roles to the same user – just have them make additional access requests and grant them the roles they need.

Emissions Inventory - User Administration

Emissions Inventory Reporting Center

User Administration - Beta Plant 40 (AI#15040), Beta Company 40

Current Account Users:

First Name	Last Name	Email Address	Role	
Bill	Smith	bsmith@mycompany.com	Administrator	Edit Delete
Ed	Jones	ejones@mycompany.com	Reader	Update Cancel

Outstanding Access Requests:

There are no outstanding access requests for this account.

[Return to Emissions Inventory Reporting Home](#)

6. The user roles are as follows:

Administrator – has full access to edit inventory data plus manage users

Manager – has full access to edit inventory data but can not manage users

Responsible Official – can edit inventory data and submit/certify inventories

Reader – can only view inventory data